



CITY OF GLOUCESTER

Commonwealth of Massachusetts

DPW Engineering Division,
City Hall Annex, CATA Building – 2nd Floor
3 Pond Road, Gloucester, MA 01930
Phone: 978-281-9773 Fax: 978-281-9725

Michael B. Hale, A.I.C.P.
Director of Public Works

Paul G. Keane, P.E.
City Engineer

Ryan Marques
Civil Engineer

Karen L. Andrews
Sr. Engineering Aide

November 22, 2013

Dear Licensed Drainlayers:

Enclosed is your renewal application for the **City of Gloucester Drainlayer's License for Calendar Year 2014**. As you are aware, this license entitles an individual, with other proper permits in-hand, to lay pipe in any and all right-of-ways for the purpose of conveyance of sanitary waste water, surface and subsurface runoff, potable water, and any other substance or matter that may effect the health and safety of the general public and/or have potential impact on the public way. If you are unsure of the scope of applicability of this license, please refer to Article 3 of the *Drainlayer License Regulations*.

This is an **individual license**, **NOT** a business or company license. Each qualified individual must complete an application and submit it, with the applicable fee, to the City of Gloucester DPW Engineering Division for review and approval.

A licensed Drainlayer must be on site at ALL times for all jobs requiring a licensed Drainlayer to do the work.

Please complete the enclosed application and submit it with the \$100.00 fee by January 15, 2014.

You must include with your application:

- Road opening bond in the amount of \$ 5,000.00 for 2014;
- Certificate of insurance of Casualty and Liability naming the City of Gloucester as an additional insured (please refer to the City's mandatory insurance requirements, copy attached);
- A photocopy of the Applicant's Massachusetts Commercial Drivers License (CDL) issued by the Massachusetts Registry of Motor Vehicles and a copy of the Applicant's Hoisting Engineer's License issued by the Massachusetts Department of Public Safety (both must be current and in full force & effect – it is the sole responsibility of the Drain Layer to ensure that he is properly licensed to do the work required for any particular project);
- and, if your are ***currently licensed*** to install S.T.E.P sewer components, then an **additional \$ 25,000.00 bond** covering such work for CY 2014 is also required.

Any applicant (or applicant's employing firm) that has any outstanding as-built drawings, fees due, or trenches requiring repairs, will not receive his/her 2014 license until these issues have been resolved to the satisfaction of the Director of Public Works.

The City has been making a significant effort to improve the condition of the roadways within the City. **Please be advised that effective immediately, all heavy equipment fitted with steel tracks and/or steel stabilizer pads are strictly prohibited from operating on paved roadways within the City, and further are prohibited from being loaded onto or from paved streets onto transport trailers without the use of proper and adequate rubber mats, wooden planks, or other protective material satisfactory to the Director of Public Works (Director).** A Licensed Drain Layer found to violate this prohibition shall have his/her Drain Layer's License suspended for not less than thirty (30) days for the first offense, sixty (60) days for the second offense, and not less than one (1) year for the third and subsequent offenses, as determined by the Director of Public Works. Drain Layers who have their licenses suspended shall only be reinstated upon the receipt of a new application, fee, and updated insurance and license application (new application package). The Licensed Drain Layer or other Contractor/Operator shall be held fully responsible to repair any damaged section of pavement, at his/her sole expense, to the satisfaction of the Director or his designee. Such restoration shall include, but may not necessarily be limited to: removing the damaged section of pavement in a regular rectangular shape encompassing all of the damaged pavement to a depth to be determined by the Director, repaving as directed, as well as repairing/replacing edge treatment, pavement markings, etc.

Finally, the City has been having difficulty for many years with the quality of As-Built drawings submitted by various Drain Layers. Please be advised that beginning in CY 2014, the DPW intends to vigorously enforce the following standards for as-builts:

As-builts will now be required for **ALL** water, sewer, drain and related work including: new installations, repairs, relays, or any modifications to existing infrastructure. The Drain Layer's sketch must display, at a minimum, the following information in a clear and legible fashion on a minimum of 8.5" x 11" paper:

- Address of the property in question and the date the work was done (in some instances Assessors Map & Lot number may also be required in the less developed parts of the City); and also must show permit number and Drain Layer Name; applicable Dig-Safe Number; applicable Trench Permit Number;
- Accurate, detailed and complete sketch of service layout including manholes, cleanouts, bends, wyes, tees, couplings, valves, shutoffs, check valves, and lengths of pipe or tubing runs;
- Depth of service;
- Length of pipe installed;
- Material of service;
- Size of service;
- Swing ties, from at least two fixed points, to all shutoff valves, gates, check valves, fittings, pumps, tanks, manholes, bends, and clean outs;
- Size and type of pump installed; manufacturer's name and model number, etc.;
- **Name of City Inspector and date inspected.**
- For complicated service projects and for ALL water main and sewer main extensions (even low pressure sewers) an As-Built Plan prepared and stamped by a Licensed Professional Engineer shall be required to be submitted as a CAD file, a pdf file, and in hard copy format on Mylar; any project requiring the establishment of an easement for access and maintenance to the utility in question shall require that an easement document and plan be prepared by a Licensed Professional Land Surveyor and recorded in the appropriate land registration office (Registry of Deeds or Land Court);
- Location of repair to service when existing service information is unavailable.

As-built sketches must be submitted to the DPW no later than five (5) business days after the work is completed. Failure to submit acceptable as-built sketches in a timely fashion will result in no additional permits being issued to the Drain Layer or the Drain Layer's employer until all delinquent as-builts are submitted, reviewed, and accepted.

Please contact Karen at 978-281-9773 for a list of past due as-built drawings, and Linda Anderton at DPW (978-281-9785) to resolve any outstanding fee issues or trench issues.

The City of Gloucester Department of Public Works welcomes the opportunity to work with you and your company in 2014.

Please feel free to contact this Office if there are any questions with regard to the Drain Layer's License Application.

Sincerely,
City of Gloucester
Department of Public Works – Engineering Division

Paul G. Keane, P.E.
City Engineer

Attachments

Copy: M. B. Hale, AICP, Director of Public Works
Jay Jarosz, P.L.S., DPW Operations Manager for Utilities
L. Anderton, DPW Confidential Secretary
K. L. Andrews, Sr. Engineering Aide
File

Submit Original Signed Application with fee to:

The City of Gloucester
DEPARTMENT OF PUBLIC WORKS
DPW Engineering Division
2nd Floor
City Hall Annex – CATA Building
3 Pond Road
Gloucester, MA 01930

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